

FRESNO, CALIFORNIA

CLASS SPECIFICATION

PARKING SUPERVISOR

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Parking Supervisor is the second level in a two level Safety Non-Sworn Parking Attendant series. Incumbents are responsible for supervising clerical and technical staff and coordinating activities associated with parking issues for special events and projects. Incumbents may be responsible for the design and implementation of specific parking-related programs.

The Parking Supervisor is distinguished from the Parking Meter Attendant by its first-line supervisory responsibilities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

- | | | |
|----|---|---------------|
| 1. | Supervises staff to include prioritizing and assigning work; coaching; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations. | Daily
20% |
| 2. | Supervises the daily operation in assigned administrative support area, which includes; planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans, participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and Local laws, regulations, codes, and/or standards. | Daily
20% |
| 3. | Supervises the repair, installation, and maintenance of parking meters, including revenue collection activities. | Daily
15% |
| 4. | Opens, assigns, monitors, and closes out work orders. | Daily
10% |
| 5. | Prepares and maintains a variety of records, files, reports, work orders, and/or other related information related to operational activities. | Daily
5% |
| 6. | Works closely with internal departments, contractors, and vendors to coordinate necessary parking meter preventative maintenance and repairs. | Daily
5% |
| 7. | Participates in coordinating and monitoring division budget, including preparing cost estimates for budget recommendations and monitoring project expenditures. | Weekly
10% |
| 8. | Estimates material, supply, equipment, and labor requirements for applicable projects. | Weekly
5% |

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<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)		<u>FRE-QUENCY</u>
9.	Participates in a variety of meetings, committees, and/or other related groups to receive and convey information.	Weekly 5%
10.	Supervises and participates in the maintenance of appropriate inventory levels, requisitioning supplies, equipment, and materials to ensure availability in support of efficient and effective operations, including processing invoices for payment.	Weekly 5%
11.	Manages parking citation issuance and collection program.	As Required
12.	Manages employee parking permit program.	As Required
13.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- Associate's Degree in a related field and three years related experience including one year as a lead worker or supervisor is required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Basic Class C License
- One or more licenses or certifications related to the specific technical discipline may be required, preferred, or desired

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Knowledge (position requirements at entry):

Knowledge of:

- Supervisory principles and practices;
- Applicable tools and equipment utilized in assigned area or responsibility;
- Budget administration principles and practices;
- Inventory management principles and practices;
- Safe work practices and procedures;
- Mathematical concepts;
- Cash handling techniques;
- Customer service policies, principles and practices.

Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Prioritizing and assigning work; detail oriented and ability to multi-task
- Training employees in proper work methods
- Using computers and applicable software applications
- Coordinating and implementing repairs and preventative maintenance to parking meters
- Organizing and maintaining accurate technical, complex, sensitive, and or confidential records and files
- Developing and administering budgets
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Estimating time, materials, tools, and equipment requirements for jobs
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction.

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises and travel.

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Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008